

**Louisiana Housing Corporation
Project Review Agreement**

Recipient: _____

Project Address: _____

Project Architect/Engineer: _____

Project Contractor: _____

1. Inspections

A LHC Construction Specialist will make regular visits to the site to review progress and ensure the project conforms to all LHC funding requirements. LHC Construction Specialists reserve the right to conduct inspections at any time. Upon arriving at the site, they shall notify contractor personnel of their presence and responsibilities at the job site.

Recipient is responsible for scheduling the following minimum inspections by the LHC Construction Specialist:

- a. **Scheduling of pre-construction meeting with LHC Specialist before Notice to Proceed (NTP) is issued.**
- b. **Inspection of all foundations prior to placement.** Recipient must notify LHC at least two business days prior to any placement of foundation.
- c. **Inspection of rough-ins on all units when mechanical, electrical and plumbing are installed and prior to drywall.** Recipient must notify LHC at least five business days prior to completion of rough-in work.
- d. **Final inspection when unit is complete and ready for occupancy.** Recipient must provide at least five business days' prior notice for final inspections.

The Recipient or Recipient's representatives are strongly encouraged to participate in the inspection and ask questions while the Construction Specialist is on the project site.

2. Reports

A LHC Construction Specialist will complete an inspection report for each visit listing project status and any issues noted during visit. The LHC Construction Specialist will e-mail the report

to the recipient and the recipient is responsible for ensuring all issues and deficiencies are corrected.

Copies of all Architects/Engineers Reports, material testing reports, progress meeting reports and punch lists should be sent to the LHC Construction Specialist.

3. Draw Requests

A LHC Construction Specialist must review and sign draw requests for LHC funds. Draw requests must be submitted on proper forms and all figures must match figures approved by LHC during project funding. Draws should represent work in place and not include materials not in place. Draws for materials on site but not in place will only be considered if the material is secured, insured and a detailed invoice supporting the quantity and amount is included with the draw and can be verified by the Construction Specialist. LHC will not pay for any materials stored off site.

4. Change Orders

Any changes in the approved plans and scope of work must be approved by LHC. Proposed changes should be submitted to LHC in the form of a detailed Change Order submitted on proper forms and executed by all parties. Change Orders must be approved by LHC prior to completing the work and including the Change Order amount in the Draw Request.

5. Approved Plans

A copy of all LHC-approved Plans and Specifications must be available at the job site during inspections along with approvals from the Authority Having Jurisdiction (AHJ) and the State Fire Marshal (SFM).

6. Sources of Funding

LHC will bear no responsibility or liability for either enforcement of or compliance on the part of applicants receiving assistance through LHC with any applicable federal statute, code or regulation where LHC is not the explicit funding source of monies which necessitate fulfillment of such requirements.

7. Inspection for Benefit of LHC

All inspections conducted by LHC personnel, as well as any reports, notices, or other documents generated in connection therewith are solely for the benefit of LHC. No party may rely on any statement by a LHC representative made in connections with any inspection activity or communication, whether written or otherwise, for any purpose whatsoever except for purposes of complying with LHC construction requirements. All reports generated in connection with LHC inspections are the sole property of LHC and may not be transmitted, in

part or in whole, to any party not a part of this Agreement, except as required to complete work required or requested by LHC.

The sole representation LHC provides with respect to any inspected structure is that such structure does (or does not) meet LHC requirements. No other representation, warranty or guarantee is made by LHC regarding any other matter, including (but not limited to) whether such structures meet local or other code, or regarding the future life of any structure or system.

Owner: _____ Date: _____

Project Engineer/Architect: _____ Date: _____

Project Contractor: _____ Date: _____